



OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

General Position Information

Job Title: 20575 - WMDCT- Integration Officer - GS-13

Salary Range: \$94,796 - \$123,234 (not applicable for detailees)

Vacancy Open Period: 4/12/2017 – 4/27/2017

Position Type: Cadre, Detailee

Who May Apply: Internal ODNI Candidates, Detailees

Division: NCTC/WMD-CT

Duty Location: McLean, VA

Security Clearance: TS/SCI with CI Polygraph

Travel Required: 0-25% Travel

Relocation Expenses: For new ODNI employees, reimbursement for relocation is discretionary based on availability of funds.

Job Interview Travel: Candidates from outside the Washington, D.C., area may be selected for a telephone, teleconference, or in-person interview. If selected for an in-person interview, any travel or lodging will be at the applicant's personal expense.

Position Information

This is an opportunity for:

- An internal candidate to fill a GS-13 cadre position.
- A Federal Government employee to serve on a two-year reimbursable detail assignment in the ODNI. The detail assignment may be extended an additional year if all parties agree.

Who May Apply

Current GS employees at the same grade as the advertised position grade may apply.

Former members of the Peace Corps may be considered for ODNI employment only if five full years have elapsed since separation from the Peace Corps.

- For a cadre assignment:
 - Current ODNI cadre.
 - Current ODNI Staff Reserve Employees. (A staff reserve employee who currently occupies this position may not apply.)



- For a detailee assignment:
 - Current Federal Government employees.

Salary Determination

- The ODNI uses a rank-in-person system in which rank is attached to the individual. A selected ODNI candidate or other Federal Government candidate will be assigned to the position at the employee's current GS grade and salary.
- A current Federal Government employee, selected for a detail, will be assigned to the position at his or her current grade and salary.

Component Mission

The National Counterterrorism Center (NCTC) leads our nation's effort to combat terrorism at home and abroad by analyzing the threat, sharing that information with our partners, and integrating all instruments of national power to ensure unity of effort. The Center serves as the primary organization in the United States Government (USG) for analyzing and integrating all intelligence possessed or acquired by the USG pertaining to terrorism and counterterrorism, and its Director serves as the Counterterrorism Mission Manager. NCTC also serves as the central and shared knowledge bank on known and suspected terrorists and international terrorist groups, as well as their goals, strategies, capabilities, and networks of contacts and support. In addition, NCTC conducts strategic operational planning for counterterrorism activities, coordinating and integrating the efforts of departments and agencies across the Federal Government.

Major Duties and Responsibilities (MDRs)

- Lead the coordination of collection and analytic priorities to meet mission and enterprise objectives of the National Intelligence Strategy (NIS).
- Advise and engage senior IC leadership on strategic priorities, opportunities, gaps, and interdependencies to link resources to strategy; lead and oversee the communication of emerging strategic issues and trends, independently evaluate against IC strategic elements, and make recommendations for improvements.
- Lead efforts to determine the state of collection against assigned missions, identifying gaps against those missions, developing integrated collection strategies to fill gaps, and evaluating collector responsiveness and success in filling collection gaps and meeting mission requirements.
- Determine the state of analysis on assigned missions, identifying analytic gaps related to customer requirements, and tasking analysis related to those missions, ensuring that such tasking is consistent with IC strategic priorities and guidance, and evaluating analysis responsiveness in filling analytic gaps.
- Plan, develop and evaluate the related strategic planning documents in support of United States (U.S.) national security and foreign policy interests and programs.
- Plan and complete assessments of the IC's progress towards mission and enterprise strategic objectives and determine how well the IC is postured for future environments.
- Engage senior IC leadership on strategic priorities, opportunities, gaps, and interdependencies to link resources to strategy; plan and communicate emerging strategic issues and trends, evaluate them in context of U.S. Government plans, and make recommendations for improvements.
- Plan and facilitate development of strategic guidance for IC programs and activities.
- Plan and develop efforts to create a culture of strategic planning across the IC by promoting best practices in strategy development, execution, and evaluation and by communicating to IC agencies priorities, activities, and impact in order to promote shared vision, values, and goals.



OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

- Establish, sustain and advance outreach activities within and beyond the IC to ensure long term strategy development is informed by best practices from the U.S. Government, industry, and foreign partners.
- Plan and prepare briefings, reports, and presentations to organizational leadership, senior policymakers, and senior U.S. Government officials in a manner that meets their specified requirements and provide expert analysis and recommendations that ensure IC strategic plans and programs align with strategic objectives.

Mandatory and Educational Requirements

- Superior knowledge of IC organizations' missions in order to develop the national-level strategies and policies necessary to support U.S. national security and foreign policy interests.
- Demonstrated leadership experience and analytic expertise to support strategy and policy development, strategic planning and implementation efforts.
- Superior ability to identify emerging trends and strategic issues and incorporate these in developing strategic plans for the organization.
- Demonstrated ability to conceptualize, organize, and draw inferences from incomplete data and present a compelling analysis of findings and issues; expert ability to identify, articulate, document, and mitigate knowledge gaps or alternatives approaches.
- Superior communication (written and verbal) skills to effectively and efficiently communicate organizational vision, mission, and plans.
- Expert ability to communicate clearly, both orally and in written reports, and to logically analyze, synthesize, and evaluate multiple sources of information for their inclusion in briefings and written documents.
- Superior organizational and interpersonal skills to facilitate diverse forums, manage competing priorities, and advocate new ideas/concepts/processes.
- Demonstrated ability to exercise independent judgment on time-sensitive issues and work collaboratively across the IC.

Desired Requirements

None.

Key Requirements and How To Apply

Internal ODNI Candidates:

A complete application package must include:

- RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required if the applicant is unable to provide the two most recent evaluations.
- VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

WHERE TO SUBMIT: Applications should be sent to either DNI-MSD-HR-RR-Team_C_WMA@dni.ic.gov (classified email system) or Recruitment_TeamC@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both



OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

saksdav@dni.ic.gov (*David S.*) and edgertk@dni.ic.gov (*Ken E.*) in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

Current Federal Employees Applying for a Detail Assignment:

Applicants from federal agencies within the Intelligence Community (IC) may be considered for this position as a reimbursable detailee, if endorsed by the employing agency. Applicants must have current TS/SCI clearances with polygraph or have the ability to obtain one. The ODNI does not conduct polygraphs or provide security clearances for detailees. *Applicants from within the IC must submit an application through the classified [IC Joint Duty Program website](#).*

Applicants from federal agencies outside the IC must provide:

- a. **WRITTEN ENDORSEMENT** from the employing agency concurring with the detail.
- b. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- c. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- d. **CURRENT SF-50:** Federal Government employees must provide an SF-50, "Notification of Personnel Action" to verify current federal status, position, title, grade, and organization of record.
- e. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

WHERE TO SUBMIT: Applications should be sent to either DNI-MSD-HR-RR-Team_C_WMA@dni.ic.gov (classified email system) or Recruitment_TeamC@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both saksdav@dni.ic.gov (*David S.*) and edgertk@dni.ic.gov (*Ken E.*) in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.

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All Applicants:

APPLICATION PACKAGES MUST CONTAIN ALL ITEMS LISTED ABOVE. AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR CONSIDERATION.

Your application **MUST** be received by midnight on the closing date of this announcement. Applications received after the closing date will NOT be eligible for consideration.

To verify receipt of your application package **ONLY**, you may call 703-275-3955.

What To Expect Next

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will be contacted **ONLY** if they have been selected for an interview.



OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

Agency Contact Information

ODNI Recruitment; Phone: 703-275-3955; Email: Recruitment_TeamC@dni.gov

Other Information

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.

REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES: The ODNI provides reasonable accommodations to otherwise qualified applicants with disabilities. IF YOU NEED A REASONABLE ACCOMMODATION for any part of the application and hiring process, please notify the Intelligence Community Equal Employment Opportunity and Diversity Office Representative by classified email at DNI-EEOD-RA-ACF@exchange.cia.ic.gov, by unclassified email at DNI-EEOD@dni.gov, by telephone at 703-874-8360, by TTY at 703-874-8554, or by FAX at 703-874-8651. Your request for reasonable accommodation will be addressed on a case-by-case basis. **PLEASE DO NOT SUBMIT YOUR APPLICATION TO THE EEOD EMAIL ADDRESS. THIS EMAIL IS FOR REASONABLE ACCOMMODATION REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION ABOVE.**